Alternate Method for Electronic Receiving

**Step 1:** Type Form# “PO30” in the “Go to Box” and click GO

**Step 2:** Type in Company “2”, the **Purchase Order #**, and code “PO”

**Step 3:** Click Inquire

**Step 4:** If the entire order was received then click “Add Received All”. If not then go to Step 5

**Step 5:** Change function code to “A”, then type in the quantity received. Do this for all applicable lines. When finished click “Add”, then click “Release”

**Step 6:** If you have additional invoices (packing slips) to receive you must click “Inquire” before continuing.

**Please note:**

1) If you have multiple invoices to be received you must receive and release them individually

2) If you are receiving for a “Blanket Order” the quantity to be received must be equal to the dollar amount of the invoice